



## MOVING OUT?



We'd love to have you stay with us for another year! If you haven't renewed your lease, feel free to contact the office to see what's available. Otherwise, here are some helpful tips to make your move out successful!

- KEYS MUST BE TURNED IN TO THE OFFICE BY NOON ON YOUR LEASE END DAY. IF YOU WILL BE USING THE DROP BOX, PLEASE PLACE KEYS AND FORWARDING ADDRESS IN AN ENVELOPE.
- PLEASE PROVIDE A WRITTEN FORWARDING ADDRESS TO US WITHIN 4 DAYS OF MOVING OUT.

Don't forget to forward your mail with the post!



### HOW DO I GET MY SECURITY DEPOSIT BACK?

1. MAKE SURE YOU (OR ANY OF YOUR ROOMMATES) DO NOT OWE ANY OUTSTANDING RENT.
2. DO NOT CANCEL CONSUMER'S POWER UNTIL YOUR LEASE END DATE IF YOU ARE RESPONSIBLE FOR ELECTRIC OR GAS. OTHERWISE, YOU WILL BE CHARGED \$25 PROCESSING FEE PLUS UTILITY CHARGES UNTIL LEASE END.
3. TURN ALL KEYS IN ON TIME OR THERE WILL BE A FEE TO PAY.
4. LEAVE THE PLACE LOOKING BEAUTIFUL. CLEAN EVERY ROOM AND DON'T FORGET ANY ITEMS BEHIND OR THERE WILL BE A CHARGE.
5. PROFESSIONAL CLEANERS ARE RECOMMENDED. COMMON ITEMS MISSED FOR CLEANING: REFRIGERATOR, CUPBOARDS, INSIDE THE STOVE, TOILET, TUB, LEFT OVER ITEMS IN CLOSETS (HANGARS) OR STORAGE AREAS.
6. ANY ITEMS NEEDING REPLACEMENT OR REPAIR WILL RESULT IN A CHARGE. COMMON ITEMS MISSED: LIGHT BULBS (ALL MUST BE IN WORKING ORDER), DRIP PANS, SMOKE DETECTORS AND BLINDS.
7. ALL GARBAGE MUST BE PLACED IN THE APPROPRIATE CONTAINERS. NO COUCHES, CHAIRS, TABLES OR OTHER SUCH ARTICLES ARE TO BE LEFT IN THE PREMISES OR AT THE CURB. YOU WILL BE CHARGED A DUMP FEE PLUS AN HOURLY RATE OF \$40.00/HR TO REMOVE THESE ARTICLES.



IF YOU LIVE IN AN APARTMENT COMPLEX, YOU CANNOT DISPOSE OF LARGE ITEMS (FURNITURE) IN THE REGULAR DUMPSTER. YOU MUST MAKE OTHER ARRANGEMENTS TO HAVE THOSE ITEMS REMOVED. FINES FOR LARGE ITEMS LEFT IN OR AROUND THE DUMPSTER WILL BE TAKEN FROM YOUR SECURITY DEPOSIT.

**WE HOPE YOU ENJOYED YOUR STAY AND BEST OF LUCK IN THE FUTURE!**



The following contains a list of some costs you may expect if any items are left damaged in your apartment.

ITEM DESCRIPTION	COST	ITEM DESCRIPTION	COST
BASKET STRAINS	\$10.00	STRIKE PLATE	\$5.00
BATHROOM VENT COVER	\$15.00	SWITCH PLATE COVER	\$5.00
BATHROOM VINYL	\$250.00	TOILET TANK COVER (must replace entire toilet)	\$175.00
BLINDS-MINI BASIC	\$40.00	THERMOSTAT-electric double pull	\$45.00
BLINDS-CUSTOM/LARGER	\$60.00	TOILET BOLT COVER	\$5.00
BLINDS-VERTICAL	\$75.00	TOILET PAPER HOLDER	\$30.00
BLINDS-WAND	\$5.00	TOILET SEAT	\$20.00
BLINDS-SLAT	\$5.00	TOILET SEAT COVER	\$20.00
BURNER	\$25.00	TOWEL BAR	\$45.00
CABINET DOOR	\$50.00	TRASH REMOVAL (PER BAG)	\$25.00
CABINET HANDLE	\$5.00	TRIM-(2 FT)	\$40.00
CABINET SHELF	\$25.00	TUB	\$1,000
CIRCUIT BREAKER COVER	\$50.00	VANITY MEDICINE CABINET	
CLOSET DOOR	\$100.00	VANITY MIRROR	
CLOSET SHELF	\$40.00	VIEWER	\$15.00
CLOUD LIGHT COVER	\$100.00	WALL SWITCH RECEPTACLE	\$20.00
DEAD BOLT LOCKS	\$60.00	WEATHER STRIPPING	\$15.00
DISHWASHER	\$425.00	WINDOW REPLACEMENT-BEDROOM	\$75.00
DISHWASHER HEATING ELEMENT	\$100.00	WINDOW REPLACEMENT-PATIO DOOR	\$100.00
DISHWASHER RACK	\$60.00		
DOOR FRAME	\$125.00	APARTMENT DOOR BONDO	
DOOR KNOB	\$60.00	DIME SIZE DENT	\$35.00
DOOR STOP	\$15.00	QUARTER SIZE	\$45.00
DOOR-BEDROOM, BATHROOM	\$125.00	ANYTHING LARGER	\$55.00
DOOR-ENTRY	\$325.00		
DRAWER-KITCHEN OR BATHROOM	\$75.00	COUNTERTOPS	
DRIP PAN, STOVE-PER DRIP PAN	\$5.00	KITCHEN COUNTERTOP	\$470.00
DROP LIGHT GLOBE	\$60.00	BATHROOM COUNTERTOP	\$200.00
FAUCET	\$100.00		
FIRE EXTINGUISHER	\$30.00	SHEETROCK REPAIR/PAINTING EXTRAS	
FOYER LIGHT GLOBE	\$25.00	CEILING HOLE REPAIR (SIZE ABOVE COST)	\$60.00
FREEZER DOOR	\$300.00	DARTBOARD WALL	\$40.00
INTERCOM PANEL	\$40.00	HOLE IN WALL-BASKETBALL SIZE	\$80.00
KITCHEN TILE-1 PIECE	\$50.00	HOLE IN WALL-DOORKNOB SIZE	\$30.00
KITCHEN VINYL	\$450.00	NAIL HOLES, INK, TAPE , STICKY RESIDUE, ETC.. (PER WALL)	\$30.00
LIGHT BULB-FLOURESCENT T-8 (EACH)	\$15.00	SMOKE DISCOLORING TO CEILING	\$80.00
LIGHT BULB-INCANDESCENT (EACH)	\$5.00	EXCESSIVELY DIRTY WALLS (PER WALL)	\$80.00
OUTLET COVER	\$5.00		
OVEN DOOR HANDLE	\$60.00	CARPET REPLACEMENT-GB	
OVEN RACK	\$30.00	LIVING ROOM (RENOVATED-WITH PAD)	\$870.00
OVEN	\$390.00	LIVING ROOM (RENOVATED-WITHOUT PAD)	\$780.00
PATIO DOOR	\$1,200	LIVING ROOM (STANDARD-WITH PAD)	\$500.00
PATIO RAILING SPINDLE	\$20.00	LIVING ROOM (STANDARD-WITHOUT PAD)	\$400.00
REFRIGERATOR DENT (PER DENT)	\$10.00		
REFRIGERATOR DOOR	\$330.00	BEDROOM (RENOVATED-WITH PAD)	\$470.00
REFRIGERATOR OR FREEZER DOOR HANDLE	\$60.00	BEDROOM (RENOVATED-WITHOUT PAD)	\$425.00
REFRIGERATOR OR FREEZER SEAL	\$60.00	BEDROOM (STANDARD-WITH PAD)	\$260.00
REFRIGERATOR OR FREEZER SHELF OR RACK	\$60.00	BEDROOM (STANDARD-WITHOUT PAD)	\$215.00
ROBE HOOK	\$30.00		
SCREEN-PATIO	\$40.00	KEY REPLACEMENT	
SCREEN-WINDOW	\$40.00	FRONT DOOR	\$10.00
SHOWERHEAD	\$20.00	APARTMENT ENTRY DOOR (KEY-\$10.00, NEW LOCK-\$75.00)	\$85.00
SMOKE DETECTOR (EACH)	\$25.00	MAILBOX	\$10.00
STOVE/OVEN KNOBS	\$5.00	COMMON AREA BASEMENT	\$10.00
		Cigarette Burn (each)	\$50.00

*This is not a complete list of items that may be charged for damages. This form provides a general estimate of cost to repair or replace certain items. If the Landlord incurs a higher or lower cost for replacement or repair of damages, you will be responsible for paying that cost.*